CCG Program Improvement Project: Closing the Gap

Electronic Data Reporting Template
School and District:
Project Title: (This should match the abstract)
Date Submitted:
Key Word: (Highlight one)

Academics	**Attendance**
Behavior/Social Skills	**Post High-School/Career** **SEOP**

Rationale for data projects (delete this section when completing your Results Report) Decisions for improving student education are best made after careful data evaluation. Poynton describes this Data-based Decision Making (DBDM) to include: (a) the clear specification of desired student outcomes, (b) the measurement of student performance, and (c) the evaluation of the impact of educational practices on actual student performance." Poynton goes on to say, "School counselors will need to (1) know how to disaggregate data to determine how subpopulations of students differ on outcomes or participation in school programs, (2) learn how to triangulate—combine data from multiple sources to identify a problem and (3) evaluate existing research to plan effective interventions."

Poynton, T. A. (2006, December). An Integrative Model of Data-based Decision Making for School Counselors. *Professional School Counseling*, *10*(2), 121 - 130.

ABSTRACT The abstract provides only a **brief one paragraph summary** of the entire project. This will be the description provided for website readers and should include the following elements:

1. Clearly identify the target group, e.g., all students, all students in grade 10, including numbers of students
2. Clearly identify the data on which the target group was selected: CCGP needs assessment, school climate assessment, e.g., increased number of office referrals for bullying, school climate survey reveals 50% of students have experienced or witnessed bullying
3. State the purpose of the project, e.g., reduce office referrals for bullying by 25%
4. Identify methods, e.g., implement XYZ evidence-based curriculum
5. State expected results
6. State actual results

It is best to create this abstract paragraph after you have completed all other elements of the Results Report.
.

PROJECT DESCRIPTION This connects your data project to other elements of student education. Write a short explanation for each of the following.

1. **CCGP Student Outcome(s)** identify the domain (Academic/Learning, Life/Career, Multicultural/Global Citizen, or Personal/social Development) standard(s) and competencies(s)
2. **Statement of the problem:** What prompted you to do this project (e.g., increase in school bullying, decrease in graduation rates, GPA decrease)? What factors could have contributed to the problem and to a potential solution?
3. **Background Literature:** What research has been done on this topic already (ASCA Website, journals, news articles, etc.) that could help you in your efforts? Find 2 Evidence-based practices that support your intervention.
4. **Hypotheses or Questions:** What is the overall question or set of questions you are trying to answer
5. **Outcome Criteria & Standards:** How will you know when the project is successful (what should the project accomplish, and to what standard)
6. **Connection to School Improvement Plan, Desired Results for Student Learning, or State Core Curriculum Standard(s)** Suggestion: collaborate with faculty to increase student engagement and increase classroom access.

The information above can be presented as numbered items or can be incorporated into paragraphs.

DATA METHODS Keeping the scope as simple as possible (trouble is encountered in trying to do too much), answer the following questions in numbered items or incorporated into paragraphs.

1. **How was the project accomplished:** What, when, where and how
   1.1. Class or subject in which lesson(s) was/were presented
   1.2. Guidance lesson content
   1.3. Curriculum and materials used
   1.4. Number(s) of students
   1.5. Project time requirements including class periods needed, and start and end dates

2. **Data Collection** What processes and activities were used to collect data to answer those questions and compare the results to the criteria?

3. **Data Analysis** What analysis procedures were used to interpret those data? What methods/procedures were used to ensure reliable and valid interpretations? Consider using the EZAnalyze tool for analyzing your data http://www.ezanalyze.com/

4. **Review Data** Include process data (who and how many), perception data (what students think they know and can do) and results data (how are students different because of this project?)

RESULTS Summarize the results of the study. In paragraph form, answer the following questions.

1. What are the results or answers to the question(s) about how well the project is meeting the criteria listed in Project Description item 5?
2. What are the conclusions or answers to the questions about how well the project is meeting the criteria?
3. What data did you base your conclusions on?
4. Add visual: Use at least one graph or chart.
5. With which of the following audiences have you shared your results?
   Administration   Date_____
   Faculty   Date_____
   Steering/Advisory   Date_____
   Parents   Date_____
   Local Board   Date_____
   (In collaboration with district CCGP leadership)
   Others (specify)   Date_____

DISCUSSION AND RECOMMENDATIONS Discuss what the school and school counseling program have learned from the project. This section is the area to discuss future directions, anecdotal information, successes and suggestions for future study. .

Keep supporting documentation in files at the school so you can use that when applying for RAMP certification.